

Utah Department of Health, Child Care Licensing  
**Out of School Time Program Unannounced Inspection Checklist H**

<b>Program Name:</b>				<b>Program Phone #:</b>	
<b>Address:</b>					<b>Program ID #:</b>
<b>Director (or Designee):</b>				<b>Licensed Capacity:</b>	
<b>Licensing Specialist(s):</b>					<b># of Classrooms:</b>
<b>Inspection Date:</b> /     /		<b>Start Time:</b>	<b>End Time:</b>	<b>Announced Insp. Date:</b> /     /	
<b>Licensur Notes:</b>					

Owner / Director Introductory Items	
	Introduce any unknown Bureau staff to the Owner/Director.
	Give the Owner/Director a brief explanation of the inspection process.
	Ask the Owner/Director if s/he wants you to tell staff about noncompliance areas as you conduct the walk-through, or wait until the inspection is over and only tell the Owner/Director.

BACKGROUND SCREENING FORMS FOR ALL NEW OWNERS, EMPLOYEES, VOLUNTEERS, & BOARD MEMBERS						
		Start Date	CBS / MIS Received Date		X = Compliance O = Noncompliance	
H 1. Does the program have a cleared initial CBS/LIS form, received within 5 days, for all staff hired since their last Announced inspection?	Name	(mm/dd/yyyy)	(mm/dd/yyyy)	(mm/dd/yyyy)	Rule #	Level
		/ /	/ /	/ /	70-9(4)(c):10	1, 2, 3
		/ /	/ /	/ /	6-3(3):09	
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ALL AGES ROOM / AREA INSPECTION ITEMS								Rule #	Level
H 2. Does the total # of children present at the program exceed total licensed capacity?								2-4(4)(c):06	1
RATIOS & SUPERVISION	All Bath-rooms	Class:	Class:	Class:	Class:	Class:	X = Compliance O = Noncompliance		
							Rule #	Level	
H 3. (Observe.) Are all children in the group/area being directly supervised by a caregiver? (N/O if no children in the group/area.)							70-11(1):10 70-11(2):10	1, 2 1	
H 4. (Observe.) Are there enough caregivers to meet required caregiver to child ratios of 1 : 20? (N/O if no children in the group/area.)							70-11(4):10 70-11(6):10	1, 2, 3 1, 2, 3	
Notes:									
RATIOS & SUPERVISION, Continued	All Bath-rooms	Class:	Class:	Class:	Class:	Class:	X = Compliance O = Noncompliance		
							Rule #	Level	
H 5. (Observe.) Are group size requirements of 40 children per group met? (N/O if no children in the room.)							70-11(5):10	1, 2, 3	
Notes:									
SAFETY HAZARDS							Rule #	Level	
H 6. (Observe.) Is the room free of unstable heavy equipment, furniture, or other items that children could pull down on themselves?							70-12(3):10	1	
(Observe all.) Are the following items inaccessible to children?									
H 7. Firearms, ammunition, and other weapons?							70-12(4)(a):10	1	
H 8. Tobacco, alcohol, illegal substances, and sexually explicit material?							70-12(4)(b):10	1, 2	
H 9. When in use, portable space heaters, fireplaces, and wood burning stoves?							70-12(4)(c):10	1, 2	
H 10. Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials?							70-12(4)(d):10	2	
H 11. Matches or cigarette lighters?							70-12(4)(f):10	2	
H 12. Open flames?							70-12(4)(g):10	1	
H 13. Razors or similarly sharp blades?							70-12(4)(h):10	2	
H 14. (Observe.) Elevated designated play surface that is 3' to 5 1/2' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 6' use zone? (N/A if no play surfaces 3' to 5 1/2' in height.)							70-12(7):10	1	
H 15. (Observe.) Are all non-refrigerated medications inaccessible to children and stored in a container or area that is locked, such as a locked room, cupboard, drawer, or a lockbox? (N/A if no medication kept at center.)							70-17(3):10	2	

<b>Notes:</b>								
DISCIPLINE	All Bath-rooms	Class:	Class:	Class:	Class:	Class:	X = Compliance O = Noncompliance	
							Rule #	Level
► (Observe and <b>ask</b> .) Do you use any of the following discipline methods? (N/O if no children in the class/area.)								
H 16. Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort?							70-19(4)(a):10	1
H 17. Restraining a child's movement by binding, tying, or any other form of							70-19(4)(b):10	1
H 18. Shouting at children?							70-19(4)(c):10	1
H 19. Any form of emotional abuse?							70-19(4)(d):10	1
H 20. Forcing or withholding of food, rest, or toileting?							70-19(4)(e):10	1
H 21. Confining a child in a closet, locked room, or other enclosure such as a box, cupboard, or cage?							70-19(4)(f):10	1
<b>Notes:</b>								

**ALL AGES INSPECTION ITEMS FOR ADDITIONAL ROOMS / AREAS**

ADDITIONAL ROOMS RATIOS & SUPERVISION	All Bath-rooms	Class:	Class:	Class:	Class:	Class:	X = Compliance O = Noncompliance	
							Rule #	Level
H 3. (Observe.) Are all children in the group/area being directly supervised by a caregiver? (N/O if no children in the group/area.)							70-11(1):10 70-11(2):10	1, 2 1
H 4. (Observe.) Are there enough caregivers to meet required caregiver to child ratios of 1 : 20? (N/O if no children in the group/area.)							70-11(4):10 70-11(6):10	1, 2, 3 1, 2, 3

**Notes:**

RATIOS & SUPERVISION, Continued	All Bath-rooms	Class:	Class:	Class:	Class:	Class:	X = Compliance O = Noncompliance	
							Rule #	Level
H 5. (Observe.) Are group size requirements of 40 children per group met? (N/O if no children in the room.)							70-11(5):10	1, 2, 3

**Notes:**

SAFETY HAZARDS							Rule #	Level
H 6. (Observe.) Is the room free of unstable heavy equipment, furniture, or other items that children could pull down on themselves?							70-12(3):10	1
(Observe all.) Are the following items inaccessible to children?								
H 7. Firearms, ammunition, and other weapons?							70-12(4)(a):10	1
H 8. Tobacco, alcohol, illegal substances, and sexually explicit material?							70-12(4)(b):10	1, 2
H 9. When in use, portable space heaters, fireplaces, and wood burning stoves?							70-12(4)(c):10	1, 2
H 10. Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials?							70-12(4)(d):10	2
H 11. Matches or cigarette lighters?							70-12(4)(f):10	2
H 12. Open flames?							70-12(4)(g):10	1
H 13. Razors or similarly sharp blades?							70-12(4)(h):10	2
H 14. (Observe.) Elevated designated play surface that is 3' to 5 1/2' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 6' use zone? (N/A if no play surfaces 3' to 5 1/2' in height.)							70-12(7):10	1

H 15. (Observe.) Are all non-refrigerated medications inaccessible to children and stored in a container or area that is locked, such as a locked room, cupboard, drawer, or a lockbox? (N/A if no medication kept at center.)							70-17(3):10	2
<b>Notes:</b>								
DISCIPLINE	All Bath-rooms	Class:	Class:	Class:	Class:	Class:	X = Compliance O = Noncompliance	
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► (Observe and ask.) Do you use any of the following discipline methods? (N/O if no children in the class/area.)								
K 16. Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort?							70-19(4)(a):10	1
H 17. Restraining a child's movement by binding, tying, or any other form of							70-19(4)(b):10	1
H 18. Shouting at children?							70-19(4)(c):10	1
H 19. Any form of emotional abuse?							70-19(4)(d):10	1
H 20. Forcing or withholding of food, rest, or toileting?							70-19(4)(e):10	1
H 21. Confining a child in a closet, locked room, or other enclosure such as a box, cupboard, or cage?							70-19(4)(f):10	1
<b>Notes:</b>								

If a program has more than 10 rooms, use / copy the additional room Checklist found below after the Outdoor Items.

OUTDOOR INSPECTION ITEMS		X = Compliance O = Noncompliance	
		Rule #	Level
<b>Ratios &amp; Supervision</b> (N/O if no children on the playground.)			
H 22. (Observe.) If there are children on the playground, are they being actively supervised to minimize the risk of injury to children?		70-11(2):10	1
H 23. (Observe.) Are there enough caregivers to meet required caregiver to child ratios of 1 : 20?		70-11(4):10 70-11(6):10	1, 2, 3 1, 2, 3
H 24. (Observe.) Are group size requirements of 40 children per group met?		70-11(5):10	1, 2, 3
<b>Hazards</b>			
Have children used the playground today? (Enter "yes" or "no".)			
H 25. (Observe.) When in use, is the outdoor play area free of trash, animal excrement, harmful plants, objects, or substances, and standing water?		70-6(6):10	1, 2, 3
<b>Swimming Pools</b> (N/A for this section if the facility does not have swimming pools.)			
Is there a swimming pool on the premises that is not emptied after each use? If yes:			
H 26. ► (Observe and ask.) Is the pool enclosed within a fence or other solid barrier at least six feet high that is kept locked whenever the pool is not in use?		70-12(9)(a):10	1
H 27. ► (Observe and ask.) If the pool is over 4 feet deep and is in use, is there a Red Cross or equivalent certified lifeguard on duty any time children have access to the pool?		70-12(9)(d):10	1
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H 9. When in use, portable space heaters, fireplaces, and wood burning stoves?							70-12(4)(c):10	1, 2
H 10. Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials?							70-12(4)(d):10	2
H 11. Matches or cigarette lighters?							70-12(4)(f):10	2
H 12. Open flames?							70-12(4)(g):10	1
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H 14. (Observe.) Elevated designated play surface that is 3' to 5 1/2' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 6' use zone? (N/A if no play surfaces 3' to 5 1/2' in height.)							70-12(7):10	1

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